



सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड  
(भारत सरकार का उद्यम)  
आईएसओ 9001:2008 प्रमाणित कम्पनी  
**CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED**  
(A Govt. of India Enterprise)  
An ISO 9001:2008 Certified Company  
सीआईएन : यू63023डीएल2007पीएलसी165676  
CIN:U63023DL2007PLC165676



मिनी रत्न  
Mini Ratna PSU



No. CRWC-I/ PMS/2017-18/4256.

Date: 23.03.2018

**CIRCULAR**

As per the compulsory MoU target with Department of Food & Public Distribution, Govt. of India has initiated the process of management of Electronic Annual Performance Appraisal Reports (e-APAR) in respect of all Executives (EO & above). CRWC, as a part of Digital India Initiative has designed an online application of APAR for its Executives (EO & above).

The automation of process of APAR begins by setting of KRAs, Mid-term review, Final Assessment by Reporting, Reviewing and Accepting Authority. The new system shall be implemented starting with the assessment year 2017-18, which will go live by 23.03.2018.

For smooth functioning of e-APAR process, time lines for completing the e-APARs etc. has been given at Annexure A and detailed user manual for e-APARs has been given as Annexure B.

The above guidelines may be followed scrupulously by all concerned.

  
Ritesh  
Manager (HR)

**Distribution:**

1. All HODs, CRWC, CO, New Delhi
2. All Managers, Deputy Manager, Assistant Manager, CRWC, CO, New Delhi
3. All Terminal Managers, CRWC
4. All Executives of CRWC, CO, New Delhi
5. PS to MD, CRWC, CO, New Delhi
6. Manager (IT) to upload the same on CRWC Website.

**Schedule of the e-APAR System**  
**For Final Evaluation (2017-18)**

<b>S.No</b>	<b>Activity</b>	<b>Timeline</b>
1	Self Assessment by Appraisee	April 15-22
2	Assessment by Reporting officer	April 23-29
3	Assessment by Reviewing officer	April 30-May 7
4	Assessment by Accepting Authority	May 7-14
5	Normalization by PMC	May 15-18
6	Communication to Appraisee	May 19-31